



## COMMUNITY AGAINST VIOLENCE

### JOB DESCRIPTION

Rev. 6.25

**JOB TITLE:** Legal Advocate

**REPORTS TO:** Advocate Coordinator

**HOURS:** 40 Hours week (flexibility required: weekday & occasional weekend nights as needed.)

**SALARY:** \$21.50-23.50/Hr. + Benefits, Non-Exempt

### ***CAV is a Drug Free Workplace***

**SCOPE OF POSITION:** Provide trauma-informed crisis intervention, personal and legal advocacy, individual life skills coaching and peer counseling for shelter and non-shelter survivors of domestic violence and sexual assault. Participate in rotating weekly on-call coverage of crisis hotline, which includes nights and weekends, and responding to occasional need of in-person response within 15-30 minutes.

### **PRIMARY RESPONSIBILITIES:**

- Provide general client advocacy for all clients. This includes crisis intervention, personal, legal advocacy, and follow-up.
- Provide legal advocacy for CAV clients. Legal advocacy includes, but is not limited to:
- Assisting the CAV contract attorney as directed by the Advocate Coordinator, or other supervisor to best serve CAV legal clients, including administrative tasks like copying and creating documents as directed.
- Staffing regularly with the attorney to update client status, ensure all clients are receiving assistance, and to receive tasks assigned by the attorney for legal clients/cases.
- Coordinate the referrals of clients to the contract attorney.
- Ensure legal services are reflected in the client files.
- Provide advocacy to clients related to court processes and any other advocacy needs, including referrals for requested services.
- Track clients and obtain information about criminal and civil cases in the Magistrate Court, District Court, and Tribal Court and keep client and attorney updated.
- Collaborate with District Attorney victim advocates to ensure clients and attorney has updated criminal case information.
- Provide support and court accompaniment for victims in criminal and civil proceedings in the Magistrate Court, District Court, and Tribal Court. Court accompaniment means ensuring the client is reminded about court hearings, ensuring the client understands how to attend, and arriving at the hearing place before the client and leaving after the client has safely left.
- Attend criminal and civil hearings as directed by the attorney or advocate coordinator.
- Coordinate legal services necessary to assist clients in obtaining Protective Orders from the District Court.
- Ensure an internal tracking system for Orders of Protection and other court orders related to clients—including in domestic violence, domestic matters, and criminal cases—and noting

requirements for counseling, services, or other orders for victims and offenders. Follow-up with providers to ensure offender compliance in a timely manner.

- Other duties related to court, including attending meetings, community events, etc., as assigned by the advocate coordinator.
- Provide victim advocacy for victims of domestic violence or sexual assault as needed or requested.
- Responsible for providing necessary referrals to community agencies in a timely manner.
- Review and submit billing information for contract attorney. Ensure accuracy of any contract attorney invoices and submit for payment with approval of Client Services Director.
- Participate in all staff meetings, client staffing, and in-service training.
- Attending outside training and conferences as directed.
- Become fully knowledgeable and coordinate with other CAV program components in referrals and case management of clients.
- Answer hotline calls and provides coverage for the crisis hotline during nights and weekends on a rotating weekly basis, including responding to crisis calls in a timely manner.
- Provide clients with transportation as needed.
- Complete required paperwork and documentation for maintaining client and organization files and reports promptly.
- Responsible for assisting in the follow-up and close-out of clients not currently receiving services.
- Participate in on-going training to continue to grow knowledge base to better serve CAV clients and stakeholders.
- Engage in situational supervision structure and actively examine how this work impacts you and the people you work with.
- Participate in at least three agency events each year.
- Abide by confidentiality required by CAV.
- Be cross trained in other areas of CAV support services.
- Other responsibilities as assigned by Advocate Coordinator, Client Services Program Director, and the Executive Director.

**MINIMUM STAFF QUALIFICATIONS:**

High School Diploma/GED and any combination of education and training with the target population or two (2) years relevant experience in a human service-related field; and must be eighteen years of age or older. Forty (40) hours of domestic violence/intimate partner violence training within three months of hire and additional training as required by grantors and agency. A minimum of twenty (20) hours of ongoing training per year related to target population, may include NMCADV, CSVANW, VOCA, or VAWA training.

***Additional Qualifications Preferred:*** Bilingual communication skills and previous experience in providing advocacy to victims of sexual assault or domestic violence.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted, or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint, or questioned the handling of a discrimination charge.